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Library Trustee Minutes 04/12/11

Meeting of the Robbins Library Board of Trustees
April 12, 2011
Minutes

Call to Order

The meeting was called to order at 7:20 p.m. Attending were trustees Katherine Fennelly, Kathryn Gandek-Tighe, Bridgid Kennedy-Pfister, Frank Murphy, and Joyce Radochia.
Absent were Heather Calvin and Barbara Muldoon. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the March 8 meeting were read and approved as read.

Communications

The chairman of the board of trustees received an invitation to the Boys and Girls Club annual meeting, dinner and auction. The library director, Ms. Loud will attend as she is becoming a corporator of the club.

Community Time

No unscheduled member of the community was in attendance.

Staffing Update/FY 2011 Budget Update

Ms. Loud reviewed with the board the budget and personnel implications of the immediate and future loss of several staff members, due to retirement, job change, maternity leave, etc. Due to sick-leave buyback these positions cannot be filled permanently until July. Meanwhile, Ms. Loud will attempt to fill in some of the largest gaps with moonlighters.

Director's Report

Trustees read and discussed highlights of the March Director's Report. In response to the increasing frequency and severity of some patrons' disrespect and/or abuse of staff, Ms. Loud presented a Staff Protection Policy outlining procedures for staff to follow when dealing with difficult patrons. Ms. Fennelly moved to approve the policy; Ms. Gandek-Tighe seconded the motion; the board approved unanimously.

FY 2012 Budget/Hours Reduction

If the override does not pass the Robbins Library will need to close an additional night due to reductions in staffing and utilities. Trustees discussed the pros and cons of the nights under consideration. The Friends of Fox would also need to fund the equivalent of two days of personnel costs to maintain the existing schedule of three days at Fox.

If the override passes, the town would assume the cost of maintaining three days at Fox, with the addition of a pledge of \$10,600 from the Friends of Fox, through the proceeds of their shop, The Little Fox.

Other budget reductions include an 18% reduction in the page hours, 18% reduction in library materials and the potential loss of the Assistant Director position.

Trust Fund Expenditure Report

Ms. Muldoon and Mr. Murphy attended the Arlington Trust Fund meeting with Stephen Gilligan, the Town Treasurer. They learned at the November review meeting with Boston Advisors that BA recommended investing 20% of town trust funds in a special account. Mr. Gilligan will be conducting follow-up meetings to discuss those recommendations, including suggested changes to trust fund policy. At the end of calendar year 2010, town funds yielded a 13% total return.

Also, Mr. Murphy was pleased to report that the Russell Fund is now back to \$1 million.

Russell Fund Expenditure Report and FY 2012 Funding

Although the income stream from the Russell Fund was not particularly good, Mr. Murphy believes that the library can plan on having \$35,000 available for Russell Fund programs.

Ms. Loud reported that approximately two thirds of the FY 2011 Russell Fund budget has been spent.

Fundraising/Foundation

The trustees should be sending out the letter requesting donations for Sunday openings soon. Ms. Fennelly will write the letter and give to Ms. Loud for additions/corrections.

Ms. Gandek-Tighe expects to assume foundation responsibilities in June after resigning from the library board.

Upon the advice of the State Ethics Commission trustees have concluded that a trustee could not be both a Robbins Library trustee and an effective foundation member.

Annual Report Flyer for the Public

Trustees discussed with Ms. Loud the annual report flyer which is distributed to the public. Seven major accomplishments were selected for highlighting along with the challenges facing the library that needed to be emphasized.

Friends Update

At its annual meeting on April 13 the Friends of the Library chose its new board, which included John Gearin, who will continue as chairman, and Andrew Fischer, who will assume the role of vice chairman.

Request from Filmmaker regarding Monetary Donations

A filmmaker who received sponsorship from the Arlington Arts Council for a documentary about transgender issues has asked for an exception to our policy about asking for monetary donations. Since many of the people in the film

are traveling considerable distances, additional funding to help defray their travel costs would be appreciated. Ms. Fennelly moved to allow the placement of a basket for non-mandatory donations; Ms. Radochia seconded the motion; the board approved the motion. Mr. Murphy abstained.

Active Adult Grant

Several programs on topics of interest to older active adults are scheduled for the spring, including programs on online databases, financial planning, career transition, health care, creativity, agility, and computers. Michele Meagher, who planned the programs with the library director and is administering the grant funds, is trying to find a sponsor for programming after the grant ends.

Other

The trustees noted that a nominating committee will be appointed at the May meeting. Voting on the new slate of officers will be on the June agenda.

Date of Next Meeting

The next meeting will be on May 10.

Adjournment

The meeting adjourned at 9:10.

Respectfully submitted,

Joyce Radochia

Documents reviewed:

Minutes of the March meeting
Director's Report/March
Staff Protection Policy
Library Use Value Calculator
Annual Report Flyer materials